



DEPARTMENT OF THE NAVY
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MARINE CORPS ORDER 1730.8A

From: Commandant of the Marine Corps
To: Distribution List

Subj: UNITED STATES MARINE CORPS ORGANIZATION AND UTILIZATION OF NAVY
RESERVE RELIGIOUS MINISTRY SUPPORT UNITS

Ref: See enclosure (1)

Encl: (1) References
(2) Navy Reserve (NR) Religious Ministry Support (RELSUP) Units
Aligned to United States Marine Corps (USMC) Active Component (AC)
Commands
(3) Navy Reserve Center (NRC) Administrative Support
(4) Responsibilities of Navy Reserve (NR) United States Marine Corps
(USMC) Religious Ministry Support (RELSUP) Personnel

1. Situation. To establish policy regarding United States Marine Corps (USMC) organization and use of Navy Reserve (NR) USMC Religious Ministry Support (RELSUP) units. This Order is in accordance with references (a) through (t).

2. Cancellation. MCO 1730.8.

3. Mission. NR USMC RELSUP units support Active Component (AC) commands to meet the Religious Ministry (RM) requirements pursuant to references (a) and (b) and increase the operational readiness, responsiveness, and skill proficiency of NR USMC RELSUP personnel (references (c), (d), and (e)).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. NR USMC RELSUP units aligned to AC USMC commands and staffs deliver trained and qualified NR chaplains and Religious Program Specialists (RP) to support the delivery of RM in the USMC.

(2) Concept of Operations

(a) Composition, Management, and Administration

1. NR USMC RELSUP units consist of chaplain and RP billets, with a chaplain serving as the officer in charge (OIC). NR USMC RELSUP billets will not be assigned to commissioned Selective Marine Corps Reserve force structure units.

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2. Deputy Commandant, Combat Development and Integration, per reference (f), has primary responsibility for all Marine Corps force development.

3. Commander, Marine Forces Reserve (COMMARFORRES), per reference (d), is the executive agent and executes peacetime operations within the USMC of NR personnel who support USMC units and activities.

4. Navy Reserve Activities (NRA), per reference (g), provide support to all NR personnel assigned to an NR USMC RELSUP unit for routine administrative requirements that are beyond the scope of responsibility of the AC command to which the unit provides support.

5. See enclosure (2) for NR USMC RELSUP unit alignment to AC USMC commands.

6. Administrative support provided by Navy Reserve Centers (NRC) includes, but is not limited to, the support described in enclosure (3).

(b) Funding. Commander, Navy Reserve Force (COMNAVRESFOR) is the funding source for NR USMC RELSUP units.

1. The NRA manages funding for Inactive Duty Training (IDT) and Annual Training (AT).

2. The COMMARFORRES Force Chaplain functions as the Religious Ministry Reserve Program Director (RPD) and manages funding provided by COMNAVRESFOR Executive Committee for Active Duty for Training (ADT), Additional Training Periods (ATP), Readiness Management Period (RMP), and Inactive Duty Training Travel (IDTT) (reference (h)).

3. Commander, Navy Reserve Forces Command (CNRFC) manages funding for ADT-Schools.

(c) Training

1. NR USMC RELSUP units are training units designed to ensure assigned personnel achieve and maintain required mobilization readiness standards while adhering to NR administrative requirements.

2. NR USMC RELSUP units and personnel acquire and maintain proficiencies to provide the AC command with an expeditiously accessible augmentation resource of Religious Ministry personnel to meet requirements across the competition continuum.

3. The primary purpose of IDT, AT, ADT, ATP, IDTT, and RMP, is to provide individual and/or unit readiness training, per reference (c). Providing contributory support to operational requirements, when it also provides individual or unit readiness training, may occur as a consequence of performing IDT, AT, ADT, ATP, and IDTT in consultation with the supported command. All personnel assigned to NR USMC RELSUP units are expected to voluntarily participate in the flexible IDT drilling option in order to provide the best support to the supported command mission per reference (g).

b. Subordinate Element Tasks

(1) Commander, Marine Forces Reserve (COMMARFORRES) Shall:

(a) Monitor and assess the manning of NR USMC RELSUP units.

1. Establish systems, track procedures, and ensure proper coordination with COMNAVRESFOR and NR systems, which source NR USMC RELSUP personnel.

2. Conduct a review of NR USMC RELSUP structure every 3 years to support the full spectrum of USMC operations.

3. Review RM mobilization requirements identified by AC USMC commands requesting United States Navy Reserve Component personnel and make a recommendation in consultation with RELSUP OIC.

4. Screen potential NR USMC RELSUP personnel identified by COMNAVRESFOR to ensure assignments are commensurate with grade and training.

(b) Monitor and assess training and readiness of NR USMC RELSUP personnel.

1. Conduct required initial training and coordinate all other requisite training of NR USMC RELSUP personnel based on proficiencies identified by supported commands.

2. Establish standard operating procedures to achieve identified proficiencies.

(c) Program and budget for ADT, ATP, IDTT, and RMP funding of NR USMC RELSUP units in coordination with COMNAVRESFOR.

(2) Supported Active Component (AC) Commanders Shall:

(a) Designate the command's AC senior chaplain to coordinate the employment of NR USMC RELSUP with COMMARFORRES and the unit NR USMC RELSUP OIC.

(b) In coordination with COMMARFORRES RPD via the COMMARFORRES Force Chaplain and, per reference (f), both the designated Advocate and the designated Proponent for RM in the Marine Corps, submit requests to add, delete, or modify existing NR USMC RELSUP manpower structure to Total Force Structure Division.

(c) Submit requests for activation and mobilization for RELSUP at a minimum of 210 days in advance of the report date, in accordance with references (i) and (j).

(d) Submit requests for Active Duty Operational Support (ADOS) in accordance with references (c), (e), and (j).

(e) Coordinate with COMMARFORRES regarding routine NR USMC RELSUP administrative matters, including enlisted evaluations (EVAL), officer fitness report (FITREP), award recommendations, and other required administrative matters.

(3) Navy Reserve (NR) United States Marine Corps (USMC) Religious Ministry Support (RELSUP) Unit Officer in Charge (OIC) and Personnel. The responsibilities of NR RELSUP Unit OICs are described in enclosure (4) and references (a) and (b). The responsibilities of NR RELSUP personnel are described in enclosure (4) and references (a) and (b).

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (k), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (l), MCO 5210.11F, for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with reference (m), the Privacy Act of 1974 (5 U.S.C. § 552a), as amended, and implemented in reference (n), SECNAVINST 5211.5F.

c. Forms. There are no forms used in this Order.

d. Updates. Updates made to this Order shall be done in accordance with the current iteration of reference (o), MCO 5215.1, "Marine Corps Directives Management Program."

e. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to the Chaplain of the Marine Corps via the appropriate chain of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



G. P. OLSON
Director, Marine Corps Staff

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References

- (a) SECNAVINST 1730.7E
- (b) MCO 1730.6G
- (c) DoDI 1215.06 w/CH-2, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," July 12, 2022
- (d) MCO 1000.12
- (e) MCO 1001R.1L w/CH-1
- (f) "Commandant's Planning Guidance, 38th Commandant of the Marine Corps," July 17, 2019
- (g) RESPERS M-1001.5
- (h) COMNAVRESFORINST 1000.7B
- (i) DoDI 1235.12 w/CH-1, "Accessing the Reserve Components (RC)," February 28, 2017
- (j) OPNAVINST 1001.20D
- (k) SECNAV M-5210.1
- (l) MCO 5210.11F
- (m) 5 U.S.C. § 552a
- (n) SECNAVINST 5211.5F
- (o) MCO 5215.1K w/Admin CH-1
- (p) BUPERSINST 1610.10F w/CH-1
- (q) MCO 1020.34H
- (r) MCBul 10120
- (s) SECNAVINST 5510.30C
- (t) OPNAVINST 1414.4E

Navy Reserve (NR) Religious Ministry Support (RELSUP) Units Aligned to United States Marine Corps (USMC) Active Component (AC) Commands

SUPPORTED COMMAND	SUPPORTED LOCATION	NR USMCRELSUP UNIT	NRC LOCATION
HQMC	Washington, DC	NR RELSUP HQMC	NRC Washington, DC
MARFORCOM	Norfolk, VA	NR RELSUP MFC	NRC Raleigh, NC
MARFORPAC	Camp Smith, HI	NR RELSUP MFP	NRC Los Angeles, CA
MARFORRES	New Orleans, LA	NR RELSUP MFR	NRC New Orleans, LA
I MEF	Camp Pendleton, CA	NR RELSUP I MEF	NRC Los Angeles, CA
II MEF	Camp Lejeune, NC	NR RELSUP II MEF	NRC Raleigh, NC
III MEF	Okinawa, Japan	NR RELSUP III MEF	NRC Denver, CO
TECOM	Quantico, VA	NR RELSUP TECOM	NRC Ft. Dix, NJ
MCICOM	Washington, DC	NR RELSUP MCICOM	NRC Chicago, IL

Navy Reserve Center (NRC) Administrative Support

1. Provides administrative support to all NR USMC RELSUP personnel assigned.
2. Coordinates orders for RELSUP billet assignments.
3. Coordinates and issues orders for AT, ADT, and IDTT via Navy Reserve Order Writing System (NROWS). Processes respective travel claims in accordance with member requests and approval of unit OICs.
4. Maintains service records, medical and dental records, Medical Readiness Reporting System data, physical readiness assessments, and security clearances.
5. Executes mobilization process in collaboration with COMNAVRESFOR, COMMARFORRES, and RELSUP unit OIC.
6. Provides authorized information technology hardware and support to RELSUP unit OIC for administrative requirements.

Responsibilities of Navy Reserve (NR) United States Marine Corps (USMC)
Religious Ministry Support (RELSUP) Personnel

1. Navy Reserve (NR) United States Marine Corps (USMC) Religious Ministry
Support (RELSUP) Unit Officer in Charge (OIC) Shall:

a. Attend Navy Reserve Unit Management (NRUM) course upon selection as unit OIC.

b. Collaborate with COMNAVRESFOR, COMMARFORRES, and the NRC to ensure the currency and accuracy of all rosters and lists, including the Reserve Unit Assignment Document (RUAD).

c. Provide input to COMMARFORRES to ensure the accuracy of all unit billet descriptions, personnel assigned, and projected rotation dates (PRD).

d. Notify COMMARFORRES 6 months before PRD of current billet holders, or upon immediate vacancy, for collaboration with COMNAVRESFOR in advertising in NR Junior and Senior Officer Billet Screening and Assignment (JO APPLY and APPLY, respectively) and MyNavy Assignment (MNA) for RP billets.

e. Consult with COMMARFORRES on the best utilization of cross assigned personnel.

f. Develop and publish Readiness Generation Plan (RGP) for NR USMC RELSUP personnel in conjunction with the supported command and submit to COMMARFORRES for validation and coordination with COMNAVRESFOR, as appropriate.

g. Prepare and submit an annual budget for anticipated ADT, ATP, IDTT, and RMP for all unit personnel based on the RGP as directed by Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) via the NRC.

h. Facilitate and approve appropriate IDT, ATP, and RMP for all unit personnel, relevant to the mission assigned, and provide other training support as necessary or required.

i. Facilitate and approve, via NROWS, appropriate AT, ADT, and IDTT for all unit personnel, relevant to the mission assigned, and provide other training support as necessary or required.

j. Ensure submission of required enlisted EVALs and officer FITREPs per reference (p).

k. Coordinate Voluntary Training Unit transfers with COMMARFORRES for any assigned unit member who fails to maintain billet proficiency or performs unsatisfactorily.

l. Submit reports as required by COMNAVRESFOR, COMMARFORRES, the supported AC commander, and the NRC for program administration, management, and execution. Information on personnel capabilities and mission-readiness shall be reported to the respective supported command.

m. Manage NR USMC RELSUP personnel assigned to the unit:

(1) Assign appropriate collateral duties including, but not limited to, Assistant OIC, Administrative Officer, Training Officer, and Leading Petty Officer to enhance unit efficiency.

(2) Ensure uniforms are issued to enlisted personnel by the USMC-supported command in accordance with references (q) and (r).

(3) Determine the security clearance requirement for each billet and ensure clearances are current and appropriate for respective assignments.

(4) Ensure unit personnel medical readiness, including annual physical health assessment and dental readiness is current and maintained in accordance with Navy policy.

(5) Ensure unit member's Government Travel Charge Card (GTCC) accounts are established and administered appropriately.

(6) Provide Reserve career retention and development support to enlisted personnel.

(7) Ensure all unit personnel comply with all statutory and Department of Defense information submission requirements, such as Civilian Employment Information and contact information, in accordance with applicable PII policy.

(8) Monitor and facilitate all promotion, reenlistment, and retirement actions for unit members, ensuring the timely ordering of enlisted advancement exams.

(9) Track the liquidation of Defense Travel System (DTS) Vouchers and other travel claims of assigned personnel for reimbursement of expenditures on official business.

(10) Contact Marine Corps Liaison Officers to enhance training opportunities and plans in consultation with the supported command.

(11) Develop a unit emergency response communication plan and test quarterly.

(12) Facilitate Casualty Assistance Call Officer/Funeral Honors support and ensure adjudication of drills.

(13) Authorize and monitor unit members approved to exercise drill reschedule option and document drills accordingly.

(14) Assign in writing a unit Command Fitness Leader, Berthing Coordinator, and the Drug and Alcohol Program Advisor representative.

(15) Assist mobilizing members with documentation for gaining required acquisitions and enrollments to include: AC Master Military Pay account; medical, dental, and legal screenings; active duty status in Defense Enrollment Eligibility Reporting System; active duty identification (ID) cards and as applicable, dependent ID cards.

2. Navy Reserve (NR) United States Marine Corps (USMC) Religious Ministry Support (RELSUP) Personnel Shall:

a. Upon assignment, liaise with RELSUP OIC for orientation, prior to the effective date of orders.

b. Maintain in good standing all Navy system account accesses to include, but not limited to: Reserve Force Management Tool, MNA, DTS, GTCC, Navy Family Accountability and Assessment System, Navy Standard Integrated Personnel System, NROWS, and a military email account.

c. Maintain at least a Secret security clearance per reference (s).

d. Complete all Navy and USMC Readiness Standard requirements to include:

(1) Maintaining medical, dental, and physical readiness standards including military bearing.

(2) Annual Navy General Military Training.

e. Complete all USMC training requirements identified for Navy personnel serving with USMC. RPs shall acquire A17A Navy Enlisted Classification code by attending Marine Corps Expeditionary Combat Skills Training within 1 year of assignment. Chaplains assigned to authorized RELSUP units are strongly encouraged to acquire the Fleet Marine Force Qualified Officer additional qualification designator under COMMARFORRES management. RPs shall acquire the Navy Fleet Marine Force Enlisted Warfare Specialist qualification under COMMARFORRES management within 24 months of initial assignment to an authorized RELSUP unit per reference (t).

f. Perform IDT and AT periods to meet participation requirements as directed in Navy policy and in coordination with the unit OIC.

(1) Members will maximize duty with the supported command while maintaining mobilization readiness with the NRA.

(2) Members must perform 40 of 48 4-hour IDT periods. IDT may also include flex drills with another unit as approved by the OIC or as a cross-assigned member per Navy policy.

(3) Members will perform a minimum of 12 days of AT, exclusive of travel, per fiscal year (FY) at the supported command. AT will not exceed 29 days, inclusive of travel, in a FY. AT will normally be performed in one consecutive period. Upon approval of the OIC, COMNAVRESFOR may authorize split AT, subject to current Navy policy as funding allows.

g. Submit requests for AT, ADT, and IDTT via NROWS at least 30 days prior to the start of duty date unless mission requirements dictate otherwise.

h. Coordinate with the supported command before executing routine on-site duty (IDT, AT, ADT, and IDTT) at least 60 days prior unless emergent mission requirement dictates otherwise.

i. Submit availability for ADOS in accordance with applicable policy.

j. Report for duty as directed in activation orders in support of a mobilization and/or contingency missions.

k. Six months in advance of PRD, junior officers may enter JO APPLY and enlisted personnel may enter MNA to select up to 7 billets. Directed Assignment is initiated if no application is submitted within 3 months of PRD.

l. Senior officers without remaining tenure in a billet shall enter APPLY. OIC billets may be filled on an interim basis per COMNAVRESFOR policy, in cooperation with the COMMARFORRES Force Chaplain, until a permanent assignment can be facilitated via the annual Senior APPLY cycle.

3. General

a. Personnel will not serve more than 2 consecutive assignments to any RELSUP billet.

b. COMMARFORRES Force Chaplain may recommend dismissal of OIC for failure to meet responsibilities and fulfill duties.

APPENDIX A

Glossary of Acronyms and Abbreviations

AC	Active Component
ADOS	Active Duty Operational Support
ADT	Active Duty for Training
APPLY	Senior Billet Screening and Assignment
AT	Annual Training
ATP	Additional Training Periods
CNRFC	Commander, Navy Reserve Forces Command
COMMARFORRES	Commander, Marine Forces Reserve
COMNAVRESFOR	Commander, Navy Reserve Force
COMNAVRESFORCOM	Commander, Naval Reserve Forces Command
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
DTS	Defense Travel System
E-AT	Exceptional Annual Training
EVALS	Evaluation Report and Counseling Records
FITREP	Fitness Report and Counseling Records
FY	Fiscal Year
GTCC	Government Travel Charge Card
HQMC	Headquarters Marine Corps
ID	Identification
IDT	Inactive Duty Training
IDTT	Inactive Duty Training Travel
JO APPLY	Junior Officer Billet Screening and Assignment
MARFORCOM	Marine Forces Command
MARFORPAC	Marine Forces Pacific
MARFORRES	Marine Forces Reserve
MCICOM	Marine Corps Installations Command
MEF	Marine Expeditionary Force
MNA	MyNavy Assignment
MSC	Major Subordinate Command
NARA	National Archives and Records Administration
NR	Navy Reserve
NRA	Navy Reserve Activities
NRC	Navy Reserve Center
NROWS	Navy Reserve Order Writing System
NRUM	Navy Reserve Unit Management
OIC	Officer in Charge
PII	Personally Identifiable Information
PRD	Projected Rotation Date
RELSUP	Religious Ministry Support
RGP	Readiness Generation Plan
RM	Religious Ministry
RMP	Readiness Management Period
RP	Religious Program Specialist
RPD	Reserve Program Director
RUAD	Reserve Unit Assignment Document
TECOM	Training and Education Command
U.S.C.	United States Code
USMC	United States Marine Corps